**DECISION MAKING PROCESS**

1. **Clearly define the problem/decision:** be as specific and clear as possible
2. **Establish your criteria:** identify the factors that are most important to you. Pick the 3, 4, or 5, criteria that are most important to you in making the decision
3. **List your alternatives:**  consider your options and possibilities. Pick 3 or 4 options that are of the most interest to you.
4. **Evaluate the alternatives based on your criteria/ Gather the data:** Create a grid (scoring system) or pros and cons list to evaluate the alternatives based on the criteria.  It is important to critically, creatively and crucially think about each of the possible alternatives.
5. **Make a decision and implement it:** Once you have critically thought about each possibility and developed your list it is now time to make the decision.  Choose one and go for it, make sure the one you choose is most logical and has more benefits than cons.
6. **Review /Evaluate the decision:** Reflect on it and ask “Did I make the right decision?” Identify what went well, what you would have liked to change and look at the big picture.  Were you satisfied with your decision?  Why or why not?